

BILL NO. S-93-01- 03

1 SPECIAL ORDINANCE NO. S- 07-93

2 AN ORDINANCE approving the awarding
3 of Reference #1624 by the City of
4 Fort Wayne, Indiana, by and through
5 its Department of Purchasing and
STEUBEN PRINTING COMPANY for the
Parks & Recreation Department.

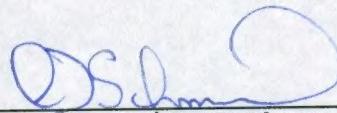
6 NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL
7 OF THE CITY OF FORT WAYNE, INDIANA;

8 SECTION 1. That Reference #1624 between the City of
9 Fort Wayne, by and through its Department of Purchasing
10 and STEUBEN PRINTING COMPANY (single valid bid) for the
11 Parks & Recreation, respectfully for:

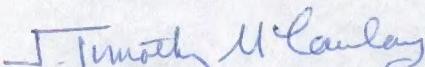
12 the printing of brochures and
13 catalogs for the Parks & Recreation
Department;

14 involving a total cost of Twenty-Seven Thousand Four
15 Hundred Ninety-Eight and 01/100± Dollars (\$27,498.01±),
16 all as more particularly set forth in said Reference
17 #1624, which is on file in the Office of the Department of
18 Purchasing, and is by reference incorporated herein, made
19 a part hereof, and is hereby in all things ratified,
20 confirmed and approved.

21 SECTION 2. That this Ordinance shall be in full
22 force and effect from and after its passage and any and
23 all necessary approval by the Mayor.

24 
25 _____
26 Council Member

27 APPROVED AS TO FORM
AND LEGALITY

28 
29 _____
30 J. Timothy McCaulay, City Attorney
31
32

REF. NO.: 1624

DEPT: PARK DEPARTMENT

DATE: 01/07/93

ITEM/SERVICE: PRINTING OF CATALOGS & BROCHURES

PURCHASING INFORMATION

ADVERTISED BID: YES

DATES ADVERTISED: 11/16/92 & 11/23/92

OPENING DATE: 12/03/92

WRITTEN QUOTE: NO

DUE DATE:

VERBAL QUOTE: NO

SINGLE SOURCE: NO

NO. OF VENDORS NOTIFIED: 15

NO. OF VENDORS RECEIVING BID: 12

NO. OF VENDORS RETURNING BID: 6

NO. OF VENDORS DISQUALIFIED: 4

NO. OF VENDORS NOT RESPONDING: 6

DATE SENT TO DEPT FOR RECOMM: 12/08/92

DATE RECOMMENDATION REC'D IN PURCH 12/12/92

COUNCIL INFORMATION DATES SENT EXTENSION DATES

DATE INFO SENT TO LAW DEPT: 01/07/93

INTRODUCTION DATE: 01/12/93

DISCUSSION DATE: 01/19/93

PASSAGE DATE: 01/26/93

ORDINANCE NO:

AMOUNT APPROVED AND/OR SPENT
LAST YEAR:

I.T.B. # 1624
PRINTING OF BROCHURES & CATALOGS
OPENED 12/03/92

DESCRIPTION	STEUBEN
RACE	\$193.31
CONSERVATORY	\$373.10
SNAP	\$694.20
EMPLOYEE	N/B
TENNIS	\$159.90
FUN TIMES	\$19,207.00
CHILDRENS	\$1,775.00
DAY CAMP	\$2,839.00
SPEC INTEREST	\$560.00
FOELLINGER	N/B
LINDENWOOD	\$1,404.00
HURSHTOWN	\$292.50
TOTAL	\$27,498.01

FORT WAYNE PRINTING - NO BID
PARROT PRESS - DISQUALIFIED; FRONT PAGE NOT RETURNED
HERRERO PRINTING - DISQUALIFIED; SENT IN CASHIERS CHECK INSTEAD OF CERTIFIED
THE PAPERS INC - DISQUALIFIED; SENT IN CASHIERS CHECK INSTEAD OF CERTIFIED
DIAMOND POINT PRINTING - DISQUALIFIED; NON-COLLUSION AFFIDAVIT NOT FILLED OUT
AND NO BID BOND OR CERTIFIED CHECK WAS RETURNED WITH BID

FRONT PAGE/INVITATION TO BID
DEPARTMENT OF PURCHASING
CITY OF FORT WAYNE, ALLEN COUNTY, INDIANA
ONE MAIN STREET - ROOM 350
PHONE 219-427-1101

BID OPENING DATE DECEMBER 3, 1992 BID REFERENCE # 1624

SEALED BIDS SHOULD BE DELIVERED TO DEPARTMENT OF PURCHASING, ROOM 350, CITY-COUNTY BUILDING UP TO 11:00 A.M. ON OR BEFORE OPENING DATE.

SEALED BIDS WILL BE OPENED PUBLICLY AT 11:01 A.M. IN THE BOARD OF WORKS & SAFETY CONFERENCE ROOM ON THE THIRD FLOOR OF THE CITY-COUNTY BUILDING. "NO LATE BIDS WILL BE ACCEPTED AFTER 11:00 A.M. FOR ANY REASON WHATSOEVER."

THIS INVITATION FOR BID IS FOR PRINTING OF BROCHURES AND CATALOGS

AND REQUESTED BY PARK DEPARTMENT

THIS BID REQUIRES A XXX 5% BID BOND OR CERTIFIED CHECK OF ALL BIDDERS.

THIS BID REQUIRES A 100% PERFORMANCE BOND OF SUCCESSFUL BIDDER(S).

PROMPT PAYMENT DISCOUNTS WILL BE ALLOWED AS FOLLOWS: % IF PAID WITHIN DAYS.

THIS INVITATION IS ISSUED TO ESTABLISH A CONTRACT TO SUPPLY THE CITY OF FORT WAYNE WITH A COMMODITY OR SERVICE IN ACCORDANCE WITH ACCOMPANYING SPECIFICATIONS.

THE EXECUTION HEREOF BY THE BIDDER IS ACCEPTANCE OF ALL TERMS AND CONDITIONS HEREIN AND IN THAT REGARD THE BIDDER AGREES TO BE BOUND BY SAME AND BE BOUND TO THE AMOUNT OF HIS/HER BID FOR A PERIOD OF NINETY (90) DAYS.

FIRM NAME Steuben Printing Company

STREET ADDRESS P.O. Box 180, 1007 S. Wayne

CITY Angola PHONE # 219-665-3063

BY Roger Hunkinger
REPRESENTATIVE SIGNATURE

PRICE SHEET

DESCRIPTION	QUANTITY FOR YEAR	TOTAL PRICE FOR YEAR
RACE BROCHURES	1500	\$ <u>193.31</u>
CONSERVATORY RENTAL GUIDE	1500	\$ <u>373.10</u>
S.N.A.P. FLYER	13000	\$ <u>694.20</u>
EMPLOYEE NEWSLETTER	500	\$ <u>NO BID</u>
TENNIS BROCHURE	1500	\$ <u>159.90</u>
1993 FUN TIMES PROGRAM CATALOGS	150000	\$ <u>19207.00</u>
1993 SUMMER CHILDREN'S BROCHURE	20000	\$ <u>1775.00</u>
1993 DAY CAMP BROCHURE	30000	\$ <u>2839.00</u>
SPECIAL INTEREST CLASSES BROCHURE	7500	\$ <u>560.00</u>
FOELLINGER OUTDOOR THEATRE SCHEDULE	4000	\$ <u>NO BID</u>
LINDENWOOD NATURE PRESERVE BROCHURE	10000	\$ <u>1404.00</u>
HURSHTEW RESERVOIR BROCHURE	5000	\$ <u>292.50</u>
GRAND TOTAL:		\$ <u>27498.01</u>

GRAND TOTAL WITH SECOND PRINTING OF
RACE BROCHURE: \$27,691.32

PRICES BID MUST BE EXACT AND HELD FIRM THROUGH THE TERM OF THE AGREEMENT.

TERM OF AGREEMENT: JANUARY 1, 1993 THRU DECEMBER 31, 1993.

BID, OFFER OR PROPOSAL FOR SALE OR LEASE OF MATERIALS

(Defined at I.C. 36-1-2-9.5)
(Please type or print)

Date: Dec. 2, 1992

1. Governmental Unit: City of Fort Wayne

2. County: Allen

3. Bidder (Firm): Steuben Printing Co.

Address: PO Box 180, 1007 S. Wayne

City/State: Angola, IN 46703

4. Telephone Number: 219/665-3063

5. Agent of Bidder (if applicable): Roger Huntzinger

Pursuant to notices given, the undersigned offers bid(s) to City of Fort Wayne (Governmental Unit) in accordance with the following attachment(s) which specify the class or item number or description, quantity, unit, unit price and total amount.

The contract will be awarded by classes or items, in accordance with specifications. Any changes or alterations in the items specified will render such bid void as to that class or item. Bidder promises that he has not offered nor received a less price than the price stated in his bid for the materials included in said bid. Bidder further agrees that he will not withdraw his bid from the office in which it is filed. A certified check or bond shall be filed with each bid if required, and liability for breach shall be enforceable upon the contract, the bond or certified check or both as the case may be.

Roger Huntzinger
Signature of Bidder or Agent

BID OFFER OR PROPOSAL

Attach separate sheet listing each item bid based on specifications published by governing body. Following is an example of the bid format:

Class or Item	Quantity	Unit	Description	Unit Price	Amount

NON-COLLUSION AFFIDAVIT

STATE OF INDIANA)
) SS:
STEUBEN COUNTY)

The undersigned bidder or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

Steuben Printing Company
Bidder (Firm)
Roger Huntzinger
Signature of Bidder or Agent

Subscribed and sworn to before me this 2nd day of December, 1992,

My Commission Expires: November 19, 1993

County of Residence: Steuben

Jackie A. Clark
Notary Public Printed Name

ACCEPTANCE

There now being sufficient unobligated appropriated funds available, the contracting authority of _____ (Governmental Unit) hereby accepts the terms of the attached bid for classes or items numbered _____ and promises to pay the undersigned bidder upon delivery the price quoted for the materials stipulated in said bid.

Date: _____

Contracting Authority Members:

Read the first time in full and on motion by Delmuth, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on Finance (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Common Council Conference Room 128, City County Building, Fort Wayne, Indiana, on _____, the _____ day of _____, 19_____, at _____ o'clock M., E.S.T.

DATED: 1-12-93

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Delmuth, seconded by _____, and duly adopted, placed on its passage. PASSED LOST by the following vote:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINED</u>	<u>ABSENT</u>
<u>TOTAL VOTES</u>	<u>8</u>			<u>1</u>
<u>BRADBURY</u>	<u>✓</u>			
<u>EDMONDS</u>	<u>✓</u>			
<u>GiaQUINTA</u>	<u>✓</u>			
<u>HENRY</u>				
<u>LONG</u>	<u>✓</u>			
<u>LUNSEY</u>	<u>✓</u>			
<u>RAVINE</u>	<u>✓</u>			
<u>SCHMIDT</u>	<u>✓</u>			
<u>TALARICO</u>	<u>✓</u>			

DATED: 1-26-93

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL)

(SPECIAL) (ZONING) ORDINANCE RESOLUTION NO. S-07-93
on the 26th day of January, 1993

ATTEST:

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

(SEAL)

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 27th day of January, 1993, at the hour of 11:30 o'clock A.M., E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 27th day of January, 1993, at the hour of 3:00 o'clock P.M., E.S.T.

PAUL HELMKE
PAUL HELMKE, MAYOR

I. T. B. NO.: 1624

OPENS: 12/3/92

PROJECT: PRINTING

REQUESTING DEPT.: PARK DEPARTMENT

VENDORS NOTIFIED	DATE MAIL	NAME/DATE; PHONE/FAX #	DATE SENT
CLASSIC GRAPHICS ATTN: JULIE YARDE 3219 E STATE BLVD FORT WAYNE IN 46805		<i>Julie Yarde 11-17-92 Ph</i>	
CUMMINS ATTN: BRUCE GRIFFEY 3233 S LAFAYETTE FORT WAYNE IN 46806			
CRAFTLINE PRINTING 1005 PRODUCTION RD FORT WAYNE IN 46808			
FW PRINTING 340 E BERRY ST FORT WAYNE IN 46802		<i>X Gary Bassi 12/2 424-5342 FAX 424-5341</i>	
HERRERO PRINTING ATTN: DIANA CAMPBELL 815 S LAFAYETTE FORT WAYNE IN 46802		<i>Diana Herrero 11-17-92</i>	
INK SPOT ATTN: JON SLATE 3512 N CLINTON FORT WAYNE IN 46805		<i>Jon Slate 11-17-92</i>	
INSTANT COPY 232 W WAYNE FORT WAYNE IN 46802		<i>X Matt Franks X 11/16/92 Ph</i>	
STEUBEN PRINTING ATTN: BILL OLMLSTEAD P O BOX 180 ANGOLA IN 46703		<i>Bill Olmstead 11/23/92 Ph</i>	
THE PAPERS INC ATTN: LORIN DOTSON P O BOX 188 MILFORD IN 46542			<i>Sent COO 11/16/92</i>
PARROT PRESS P O BOX 8297 FORT WAYNE IN 46898		<i>X Rachael Smith X 11-18-92</i>	

I. T. B. NO.: 1624

OPENS: 12/3/92

PROJECT : PRINTING

REQUESTING DEPT.: PARK DEPARTMENT

VENDORS NOTIFIED	DATE MAIL	NAME/DATE; PHONE/FAX #	DATE SENT
KEEFER PRINTING 714 W WASHINGTON BLVD. FORT WAYNE IN 46802		Brandon Hines 11-17-92	
PERSONALIZED PRINTING 1020 HIGH STREET FORT WAYNE IN 46808			
SUPERIOR BUSINESS FORMS P O BOX 8040 FORT WAYNE IN 46898-8040			
AUTOMATED SYSTEMS P O BOX 10178 FORT WAYNE IN 46850			
DIAMOND POINT PRINTING 4220 S HANNA ST FORT WAYNE IN 46806		Karen J. Hanna 11-17-92	
Thompson Printing Co 668 High St Ft Wayne IN 46808		May Thompson 11/17/92	
Ad Ease Printing 749-9383		S. O. O. 11/23/92	

TO: CITY COUNCIL MEMBERS *SGW*

FROM: STEPHEN D. MILLSPAUGH

SUBJECT: PROPOSED AWARD OF INVITATION TO BID #1624, ANNUAL CONTRACT, PRINTING OF BROCHURES AND CATALOGS

On behalf of the Department of Parks & Recreation, the Purchasing Department is recommending that the above captioned contract be awarded to:

Steuben Printing Company
P O Box 180, 1007 S Walnut Street
Angola Indiana

Based on their bid pricing as attached, the single valid bid* received.

cc: bid file

J-93-01-03

*Special Note: Initially the Purchasing Department notified fifteen (15) firms of the public bid situation. Twelve (12) firms obtained the bid package with one (1) valid, one (1) no bid, four (4) invalid bid responses being received. The invalid bids responses are as follows:

Company Name	Reason for invalidation
Parrot Press	Failed to return complete bid package
Herrero Printing The Papers, Inc.	Incorrect Bid Surety
Diamond Point Printing	Incorrect Bid Surety Failure to execute Bid Forms

DIGEST SHEET

TITLE OF ORDINANCE: Special

DEPARTMENT REQUESTING ORDINANCE: Purchasing

SYNOPSIS OF ORDINANCE: An ordinance approving the award of Reference No. 1624 for the printing of brochures and catalogs for the Park Department.

IF NOT LOWEST, WHO WAS AND WHY WERE THEY NOT AWARDED:

EFFECT OF PASSAGE: All printing covered under this bid is for promotional purposes and helps generate revenue.

IF REPLACEMENT, WHAT NECESSITATES:

EFFECT OF NON-PASSAGE: These brochures are the primary means of advertising. If the Park Department does not advertise the attendance goes down and they lose revenue.

MONIES INVOLVED: Steuben Printing \$27498.01+/-

ACCOUNT INFO: Park Department 121-121-R410-4331

PRICE AGREEMENT: YES

PURCHASE ORDER: NO

SOURCE OF FUNDING: Park Department

PRIOR APPROVAL: No DATE:
(IF APPLICABLE)

BILL NO. S-93-01-03

*I. Goldfarb
fotomakr*

REPORT OF THE COMMITTEE ON
FINANCE

ARCHIE L. LUNSEY & DONALD J. SCHMIDT - CO-CHAIRPERSONS
HENRY, EDMONDS, LONG

WE, YOUR COMMITTEE ON FINANCE TO WHOM WAS

REFERRED AN (ORDINANCE) (RESOLUTION) approving the awarding
of Reference #1624 by the City of Fort Wayne, Indiana, by and
through its Department of Purchasing and STEUBEN PRINTING COMPANY
for the Parks & Recreation Department

HAVE HAD SAID (ORDINANCE) (RESOLUTION) UNDER CONSIDERATION
AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID
(ORDINANCE) (RESOLUTION)

DO PASS **DO NOT PASS** **ABSTAIN** **NO REC.**

John J. Schmidt
Jeff C. Long
Patricia Jennings
Cletus R Edmonds

DATED: 1-26-93.

Sandra E. Kennedy
City Clerk